

# SFS Finance Newsletter

A Newsletter from the Wisconsin Department of Public Instruction, Division for Finance and Management



**School Finance**  
WISCONSIN DPI

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## Message from the School Financial Services Director

This newsletter is meant to provide SFS updates, information about reports that are either opening or due soon, and other important school finance issues. We ask that you forward the information to the appropriate person. As always, we value your input and encourage you to let the School Financial Services (SFS) Team know if you have issues, concerns or suggestions, as we strive to provide you with the best service possible.

## PI-1563 September Pupil Count Report Information

Please route the following information to the individual(s) who complete the PI 1563 September Pupil Count Report for your district. The pupil count date is Friday, September 17, and the report is due Monday, October 4.

The PI 1563 Internet Pupil Count Report program will open for district data entry on Friday, September 17. Districts can access this report by clicking on the "School Finance Reporting Portal" link and then proceeding to the district's home page. Click on either the "Status and Due Dates" or "Non-Financial Data Home" link to access the report.

Resources are available to assist districts in generating the pupil count data. Pupil count report instructions and a worksheet are available on the team's website at:

<http://dpi.wi.gov/sfs/membrpt2.html>. In addition, a webcast entitled "Counting Students for the PI 1563 Pupil Count Report" is on the finance team's home webpage under "Webcast Presentations" or directly at:

<http://media2.wi.gov/DPI/Viewer/?peid=e7d81857-5e79-4992-b951-0366fcdf816f>. The team encourages district staff responsible for the PI 1563 report to review these resources as they reflect the steps districts will follow to report students on the report.

If your district is unable to hold school on September 17, a request for an alternative pupil count date must be submitted to the state superintendent (s. 121.05(3), Wis. Stats.). Address your request to Debbie Gaffney Dilley, School Financial Services Team, at [debra.gaffney-dilley@dpi.wi.gov](mailto:debra.gaffney-dilley@dpi.wi.gov). Please specify the alternative date that you are requesting. In most circumstances, the date should be either the Thursday before or the Monday after the Friday count date.

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SFS Team Directory

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## SFS Finance Newsletter

is published by the Department of Public Instruction. Questions or comments should be directed to:

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[dpi.wi.gov/sfs/index.html](http://dpi.wi.gov/sfs/index.html)

## PI 1547 Pupil Transportation Report - Summer 2010

The 2010-2011 PI 1547 Pupil Transportation Report opened for summer school 2010 data entry on September 7, 2010. This report is only opened for entry into the "Report Contact" and the "Pupils Transported to Summer School" pages to provide access when 2010 summer school data is more readily available. The report will have to be submitted after it is reopened for regular school year data entry in the summer of 2011. Districts can access this report by clicking on the "School Finance Reporting Portal" link and then proceeding to the district's home page. Click on either the "Status and Due Dates" or "Non-Financial Data Home" link to access the report.

The complete PI 1547, including the data for the regular 2010-2011 school year, is due August 1 following the close of your fiscal year; however, districts are encouraged to complete the summer school portion now when the information has been recently collected.

If you have questions contact Pam Schumacher at [pamela.schumacher@dpi.wi.gov](mailto:pamela.schumacher@dpi.wi.gov) or (608) 267-9205.

## PI 1505 Full Financial Annual Report

The district's 2009-2010 Annual Report (PI 1505 AC and PI 1505) may include payroll and related benefit costs only to the extent that they are associated with implemented bargaining agreements. Implementation must occur by the October 1 following the June 30 fiscal year end (s. 120.18(1) (gm), Wis. Stats.).

If the district and an employee bargaining unit do not have an implemented agreement, the recording of any increased costs above the most recent agreement is limited to the lower of the district's or bargaining unit's final offers submitted under the Wisconsin Employment Relations Commission (WERC) binding arbitration rules [http://dpi.wi.gov/sfs/doc/unsettled\\_contract.doc](http://dpi.wi.gov/sfs/doc/unsettled_contract.doc). If a change in employee contract status occurs after report filing, but prior to October 1, contact one of the auditors Gene Fornecker [eugene.fornecker@dpi.wi.gov](mailto:eugene.fornecker@dpi.wi.gov) or (608) 267-7882, Kathy Guralski [kathryn.guralski@dpi.wi.gov](mailto:kathryn.guralski@dpi.wi.gov) or (608) 266-3862 or Natalie Rew [natalie.rew@dpi.wi.gov](mailto:natalie.rew@dpi.wi.gov) or (608) 267-9212, immediately. The department will use the estimated additional settlement cost in determining the district's October 15 certified aid amount.

## September 14 Indirect Cost E-mail to District Administrators

School districts may charge administrative costs to Federal grants and contracts; however, in most cases, districts do not receive additional money. Districts interested in charging an indirect cost should review the contents of the "Indirect Cost" webpage directly at <http://dpi.wi.gov/sfs/indirect.html> or "Late Breaking Information" on the School Financial Services home page at: <http://dpi.wi.gov/sfs/index.html>. Additional questions may be directed to Gene Fornecker at: [eugene.fornecker@dpi.wi.gov](mailto:eugene.fornecker@dpi.wi.gov) or (608) 267-7882

### Calendar of Events

September 2010						
S	M	T	W	Th	F	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Sept 07 [CCDEB Annual Due](#)  
[PI-1547 Transportation Rpt Open](#)  
 Sept 13 [PI-1506AC/PI1506FB Rpt Due](#)  
 Sept 17 [PI-1547 Pupil Count Rpt Open](#)  
[PI-1563 YCA Rpt Open](#)  
 Sept 20 [PI-1505 SPED Rpt Due](#)  
[Equalization/Sparsity Aid Pymts](#)  
 Sept 22 [No Valid Licensing Rpt Due](#)

October 2010						
S	M	T	W	Th	F	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Oct 01 [PI 1505 Annual Rpt Due](#)  
[PI-1524 State Tuition Claim Due](#)  
 Oct 04 [PI 1563 Pupil Count Rpt Due](#)  
[PI 1563 YCA Due](#)  
[PI 1804/1805 Summer Sch Rpt Due](#)  
 Oct 11 [DPI Furlough Day with Exception of School Finance Team](#)  
 Oct 15 [PI 401 Tax Levy Report Opens](#)  
[PI 1504 Budget and PI 1504 SPED Budgets Report Open](#)  
 Oct 18 [PI 1588 Supplemental Aid Request Due, s. 115.435, Wis. Stats.](#)  
 Oct 29 [SFS Team Furlough Day](#)

November 2010						
S	M	T	W	Th	F	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Nov 01 [Indirect Cost Rpt Due](#)  
[Board Approves Levy](#)  
 Nov 05 [Last Day to Certify Levies](#)  
 Nov 12 [PI 401 Tax Levy Rpt Due](#)  
 Nov 15 [SPED Aid and SAGE Pymt](#)  
 Nov 22 [Public Library Aid Pymt](#)  
 Nov 26 [Department Furlough Day](#)

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## PI 1588 Supplemental Aid with Large Area Report

Supplemental Aid for School Districts with a Large Area is an annual entitlement program authorized under s. 115.435, Wis. Stats. Applications and further information regarding the eligibility requirements can be found at the following link: <http://dpi.wi.gov/sfs/supaid1.html>. Application form PI 1588 for this program is due October 18. Contact Brad Adams at [bradley.adams@dpi.wi.gov](mailto:bradley.adams@dpi.wi.gov) or (608) 267-3752 should the district have questions.

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## Education Jobs Fund

The Education Jobs Fund will provide districts with federal grant dollars to create and save education jobs. The SFS Team has provided districts with allocation amounts, account code information and other guidance through listserv messages and via the EdJobs website at <http://www.dpi.wi.gov/sfs/edjobs.html>. It has been determined that the state Department of Administration will be responsible for collection of the appropriate data from the districts and payment of the grant claims. Information about filing claims and allowable costs can be found at the Education Jobs tab on the Office of Recovery and Reinvestment website at [www.recovery.wi.gov](http://www.recovery.wi.gov). Questions regarding administration and utilization of the EdJobs funds can be directed to Rachel Meek of DOA's Federal Funds team at 608-266-7631 or email at [rachel.meek@wisconsin.gov](mailto:rachel.meek@wisconsin.gov). Questions about how these funds may impact other sources of education funding can be directed to Jerry Landmark, Director, School Finance Team, at [jerome.landmark@dpi.wi.gov](mailto:jerome.landmark@dpi.wi.gov) or phone at (608) 266-6968 or Deb Brown, Assistant Director, School Finance Team, at [debra.brown@dpi.wi.gov](mailto:debra.brown@dpi.wi.gov) or phone at (608) 267-9209.

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## SFS Data Warehouse Updated With 08-09 Data

The School Financial Services Team Data Warehouse has recently been updated with 2008-09 data. Users will notice a few temporary changes that were necessary due to underlying incompatibility and ongoing warehouse programming redevelopment. They are:

1. Standard Reports for 2008-09 data are still available for one or all districts as before; however, Standard Report Data by Groupings (Senate/Assembly District, Athletic Conference, County, Cesa) are now only available via Excel spreadsheet. Users can access this data by selecting the file from the list located in the lower half of the Standard Reports webpage.
2. The Custom Report link has been disabled, as this functionality is also under redevelopment. Users seeking multi-year data will find longitudinal datasets and corresponding graphs under the "Longitudinal Data" button on the Green Scanbar on the School Financial Services Homepage, or directly at: [http://dpi.wi.gov/sfs/long\\_data.html](http://dpi.wi.gov/sfs/long_data.html).

If you have questions, please contact a School Finance Consultant.

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## Status and Deadlines Update

On each district's reporting home page located at <https://www2.dpi.state.wi.us/safr/> is a schedule of required and optional data collection reports. This schedule of reports is accessed by clicking on the "Status and Deadlines" link. The schedule has been updated to include both the remaining 2009-10 reports and the reports that will be collected during the 2010-11 fiscal year. It is recommended that district staff review the report schedule to ensure compliance with the report due dates.

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## School Financial Services Contacts

Please contact one of the following School Financial Services Team consultants should you have additional questions:

Brad Adams	<a href="mailto:bradley.adams@dpi.wi.gov">bradley.adams@dpi.wi.gov</a>	(608) 267-3752
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